

REPORT TO THE CITY COUNCIL
EXECUTIVE SUMMARY SHEET

LU & H NOV 10 2010 #6

DATE REPORT ISSUED: November 1, 2010
ATTENTION: Land Use and Housing Committee
ORIGINATING DEPT.: Engineering and Capital Projects
SUBJECT: As-Needed Environmental Planning Services Consultant Agreement with
Helix Environmental Planning, Inc.
COUNCIL DISTRICT: Citywide
STAFF CONTACT: Tony Heinrichs 619-236-6274 or James Nagelvoort 619-533-3616

REQUESTED ACTION:

- Authorizing the Mayor, or his designee, to execute an agreement with Helix Environmental Planning, Inc. to provide as-needed professional environmental planning services in an amount not to exceed \$1,500,000;
- Authorize the Chief Financial Officer to expend an amount not to exceed \$1,500,000 over 3 years for the purpose of funding the As-Needed Environmental Planning Services agreement with Helix Environmental Planning, Inc.;
- Authorize the Chief Financial Officer, upon advice from the administering department, to transfer excess funds, if any, to the appropriate reserves;
- Authorizing the Chief Financial Officer to expend \$1,000 from WBS B-00947, Juniper Street Sidewalk, Fund 400002, Capital Outlay Fund; for the purpose of executing this agreement.

STAFF RECOMMENDATION:

Forward to City Council for consideration and approval.

EXECUTIVE SUMMARY:

The City utilizes the As-Needed Environmental Planning Consultant Services agreement to perform various environmental planning services in support of the execution of its Capital Improvement Program (CIP), operations, and maintenance projects. As-needed consultants provide professional environmental planning services within specific disciplines for various projects Citywide. To design or construct a typical CIP project, the City frequently utilizes consultants that provide natural, cultural and other environmental resource specialists. Several factors such as workload, required expertise and schedule weigh into the decision to determine how to acquire the environmental support. Because the amount of time required for developing a scope, advertising, scheduling interviews, evaluating, and awarding a contract can be quite lengthy, use of an as-needed contract proves very beneficial and efficient in the timely procurement of the required services. Task orders are issued to as-needed consultants based on work load and expertise required.

This Agreement will retain the services of an environmental planning firm to provide professional environmental planning services on an as-needed, hourly fee basis. The maximum contract cost shall not exceed \$1,500,000, and the contract has a maximum duration of three years. Currently, the City has limited capacity and expertise to provide all the required technical environmental planning services. The City advertised the Request for Proposals for As-Needed Environmental Planning Services Consultants in San Diego Daily Transcript, San Diego Voice and Viewpoint, La Prensa, and Asian Journal, and on the City's website for contract opportunities. Fourteen firms responded to the advertisement and seven firms were short listed based on their qualifications using the evaluation criteria listed in the RFP. These firms were interviewed in conformance with Council Policy 300-7, and Helix Environmental Planning,

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Inc. was selected as highly qualified to provide the required services. This Agreement provides for professional environmental planning services in support of planning, design, and construction of various capital improvements, and operations and maintenance projects. These services will be provided on an as-needed, hourly fee basis.

FISCAL CONSIDERATIONS:

The City agrees to issue a task order with the minimum aggregate value of \$1,000 to Helix Environmental Planning, Inc. Funding for this minimum guaranteed amount of \$1,000 will come from WBS B-00947, Juniper Street Sidewalk, Fund 400002, Capital Outlay Fund. The maximum contract amount shall not exceed \$1,500,000, on a task order basis and upon authorization by the department's contract administrator. Funding for future tasks will be from CIP, operations, or maintenance projects requiring these services.

EQUAL OPPORTUNITY CONTRACTING INFORMATION (IF APPLICABLE):

Funding Agency: City of San Diego

Goals: 20% voluntary (MBE/WBE/DBE/DVBE/OBE)

Sub-consultant Participation: Due to the nature of this as-needed contract, the participation will be reviewed based upon the issuance of individual tasks. Helix Environmental Planning, Inc. has identified the following firms as likely to be used on tasks: Ninyo & Moore, Parsons, San Diego Natural History Museum, Scientific Resources Associated, Tierra Environmental Services, and WRC Consulting Services Inc.

PREVIOUS COUNCIL and/or COMMITTEE ACTION:


None.

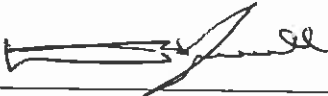
COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

City staff and the consultant will work with the communities as applicable for projects receiving services by this agreement.

KEY STAKEHOLDERS AND PROJECTED IMPACTS:

Upon approval of the Agreement, Helix Environmental Planning, Inc. could receive up to \$1,500,000.


Tony Heinrichs, Interim Director
Engineering and Capital Projects


David Jarrell
Deputy Chief Operating Officer, Public Works